Ariba Network Invoice Guide

SAP Ariba /\\

DRAFT

SAP

v1.0

Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with Insurance Australia Group (IAG) via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Insurance Australia Group (IAG) and supplier.

Table of Contents

Purchase Order

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO

- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services

- Any field with an * is a mandatory field and a value is required to be entered

Open the Purchase Order

1. Click **Inbox** tab on the Dashboard

➤ Screen displays the list of Orders and Releases

2. Click the **Order Number** to open the order

➤ Screen displays the Purchase Order

➤ View the Purchase Order

View Purchase Order Details - Header Level

View the details of your Purchase Order – Header Level

1) Purchase order number

2) Address Details

3) Order Status

4) Version Number

5) Comments (if applicable

6) Other information (if applicable)

7) Ship All Items To address

8) Bill To

9) Deliver To

10) Routing Status

Note: Order History for diagnosing problems and for auditing

➢ Greyed out tabs indicate that these processes are not required, in this instance Order Confirmation and Ship Notices are not required.

Purchase Order: IAL48 **(1)**

Done

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾ | Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History **(N)**

From: **(2)**
Melbourne HO
1234
1234 VIC 1234
Australia

To:
Noy Lang - TEST
12 New St
Camberwell VIC 3163
Australia
Phone:
Fax:
Email: noy.lang@sap.com

Purchase Order **(3)**
(New)
IAL48
Amount: $1,200.00 AUD
Version: 1 **(4)**

Comments **(5)**
Comment Type: Terms and Conditions
Body:All purchases made by Ariba are subject to Ariba's Terms and Conditions of Purchase in effect at the date this purchase order ('Order') is issued to you, which can be found at the following uniform resource ...
View more »

Routing Status: Sent **(10)**

Other Information **(6)**
CompanyCode: 05
All purchases made by Ariba are subject to Ariba's Terms and Conditions of Purchase in effect at the date this purchase order ('Order') is issued to you, which can be found at the following
Legal Terms and   uniform resource locator: http://www.ariba.com/online_PO_TOU.cfm.
Conditions of Purchase: To request a hard copy of these Terms and Conditions of Purchase, please contact the Ariba Purchasing Department.
Ariba explicitly disclaims and rejects all other terms and conditions of any other party associated with Ariba's purchases.
All purchases made by Ariba are subject to Ariba's Terms and Conditions of Purchase in effect at the date this purchase order ('Order') is issued to you, which can be found at the following
Invoicing Terms and   uniform resource locator: http://www.ariba.com/online_PO_TOU.cfm.
Conditions of Purchase: To request a hard copy of these Terms and Conditions of Purchase, please contact the Ariba Purchasing Department.
Ariba explicitly disclaims and rejects all other terms and conditions of any other party associated with Ariba's purchases.

Ship All Items To **(7)**
Melbourne HO
1234
1234 VIC 1234
Australia
Ship To Code: MelbourneShip
Email: dummy123a@iag.com.au

Bill To **(8)**
Melbourne HO
1234
1234 VIC 1234
Australia

Deliver To **(9)**
Hari V
Melbourne HO

View Purchase Order Details - Line Level

Line Level – Hide Item Details:

1) **Show Item Details**-displays more information for every items within the Purchase Order

2) **Details**-displays information about the specific item

3) **Sub-total** of Purchase Order

4) Details of the item ordered including Quantity, unit price, need by information and part number/description

5) **Hide Item Details**-displays less information for each of the items ordered by Australia Insurance Group

6) Status and Accounting information

7) Other information including the Requestor of the item

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	
1	2772900	Material	1 (EA)	$1,200.00 AUD	$1,200.00 AUD	Details
	Ariba Laptop					

Order submitted on: Tuesday 4 Jul 2017 4:44 PM GMT+10:00
Received by Ariba Network on: Tuesday 4 Jul 2017 4:44 PM GMT+10:00
This Purchase Order was sent by Insurance Australia Limited - TEST AN01052029069-T and delivered by Ariba Network.

Sub-total: $1,200.00 AUD

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾ | Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Done

Line Items

Hide Item Details

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	
1	2772900	Material	1 (EA)	$1,200.00 AUD	$1,200.00 AUD	Summary
	Ariba Laptop					

Status
1 Unconfirmed

Accounting
Percentage	Percentage	100
GL Account	ID	0000010002
Cost Center	ID	0000003008

Other Information
Req. Line No.: 1
Requester: hari
PR No.: PR112
Manufacturer Name: Softmicro

Order submitted on: Tuesday 4 Jul 2017 4:44 PM GMT+10:00
Received by Ariba Network on: Tuesday 4 Jul 2017 4:44 PM GMT+10:00
This Purchase Order was sent by Insurance Australia Limited - TEST AN01052029069-T and delivered by Ariba Network.

Sub-total: $1,200.00 AUD

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾ | Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Done

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

➢ To see item details click on

Show Item Details

➢ To Hide Item details click

Hide Item Details

Standard Invoice

- All orders received via the Ariba Network require an invoice to be created in the Ariba Network

- The Invoice# refers to your internal invoice number

- Partial invoicing is allowed

- Shipping Cost added at Line level will not cause GST to be calculated for shipping. If the order has multiple lines the shipping cost can be added to one line or split over the all lines. (The Cost does NOT need to be split up over the lines)

Invoicing - General Information

The **Orders and Releases** page **displays a summary of all purchase orders.**

The Order Number displayed is generated by the Buyers system.

Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on "Order Status" will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.

Note: The Actions drop down list is located at the far right of the screen allows users to Create Invoice documents without opening the order.

Begin the Invoice

1. Click **Inbox** tab on the Dashboard.

➢ Screen displays: Orders and Releases

2. Click the **Order Number** to open the order.

➢ Screen displays: Purchase Order

➢ View the Purchase Order.

3. Click **Create Invoice**

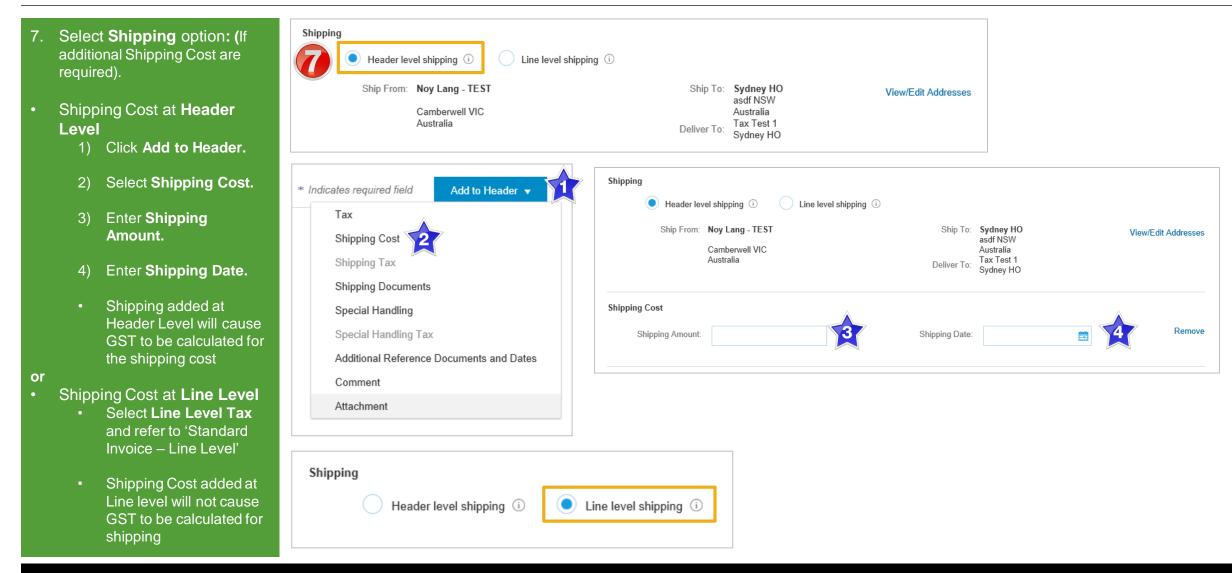4. Select **Stand Invoice**

➢ Screen displays: Create Invoice

Standard Invoice – Header Level

Summary:

5. Fill in the **Invoice Number.** All other fields should be auto-populated.

6. Select **TAX** option**:**
- Tax at **Header Level** (used when all items within the invoice are one tax value)

  1) Select tax **Category**

  2) Select tax, e.g. **GST** or **GST Free**

  3) Totals will default after selection

or

- Tax at **Line Level** (used when items within the invoice have differing tax values)

  - Select **Line Level Tax** and refer to 'Standard Invoice – Line Level' for orders with multiple lines & with multiple tax types

---

Create Invoice   [Update] [Save] [Exit] [Next]

▼ Invoice Header   * Indicates required field   [Add to Header ▼]

Summary

Purchase Order: **IAL67**	Subtotal: **$1,200.00 AUD**
Invoice #: * `123456INV-1` ⑤	Total Tax: $120.00 AUD
	Total Gross Amount: $1,320.00 AUD
Invoice Date: * `7 Sep 2017` 📅	Total Net Amount: $1,320.00 AUD
	Amount Due: $1,320.00 AUD
Supplier Tax ID:	
Remit To: `Test Supplier Remit Address ⌄`	View/Edit Addresses

Sydney
Australia

Bill To: **Sydney HO**

asdf NSW
Australia

Tax ⓘ

⑥   ● Header level tax ⓘ   ○ Line level tax ⓘ

Category: * `10% GST / GST` ①	Taxes ②	Taxable Amount: `$1,200.00 AUD` ③	Remove
	10% GST / GST	Tax Rate Type:	
Location:	0% GST / GST		
Description: GST		Rate(%): 10	
Regime: `⌄`		Tax Amount: $120.00 AUD	

Standard Invoice – Adding Shipping

7. Select **Shipping** option: **(**If additional Shipping Cost are required).

- Shipping Cost at **Header Level**
  1) Click **Add to Header.**
  2) Select **Shipping Cost.**
  3) Enter **Shipping Amount.**
  4) Enter **Shipping Date.**

  - Shipping added at Header Level will cause GST to be calculated for the shipping cost

or
- Shipping Cost at **Line Level**
  - Select **Line Level Tax** and refer to 'Standard Invoice – Line Level'

  - Shipping Cost added at Line level will not cause GST to be calculated for shipping

Standard Invoice – Adding an Attachment

Do you want to include an Attachment?
- **Yes –** Go to next step
- **No –** Go to **Slide 14**

8. Click on **Add to Header** to display the drop down box.

9. Select A**ttachment.**

- The Attachments section is displayed;

  1) Click on **Browse**

  - **Browse** your computer files.

  - Select and click on **Open.**

  2) Click on **Add Attachment**

  3) Screen displays the Attachment

- Multiple files can be attached
- Max **10mb** in total

Note: Do NOT attach a duplicate copy of the invoice.

Add to Header ▼ ⑧

Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

Comment

Attachment ⑨

Attachments

The total size of all attachments cannot exceed 10MB

① Browse... **Add Attachment** ②

Add to Header ▼

Attachments

The total size of all attachments cannot exceed 10MB

Remove

Browse... **Add Attachment**

Name	Size (bytes)	Content Type
③ ☐ cvlftcfhawlsw02voolx.pdf	737786	application/pdf

↳ **Delete**

Standard Invoice - Line Level Tax

> If **Line Level Tax was selected** at the Header;
> 1) Click **Tax Category**
> 2) Click **Add to Included Lines**
> 3) A Tax section will open for each line item
> 4) The default tax will be used, change the required **Category** to the applicable tax (where required)

Standard Invoice - Update Line items & add Shipping

10. Confirm or update **Quantity** (if required).

   ℹ️ Update the quantity that is being invoiced, for example if there are 10 items in the quantity and only 5 are invoiced change to 5

11. Update **Unit Price** (if required)

12. Click on **Update.**

13. If **Line Level Shipping** was selected at the Header, enter the **Shipping Cost.**

14. Click on **Next.**

➢ Screen displays **Create Invoice Summary**

Line Items — 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

① ✔ Tax Category: GST ▾   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   **②** Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	◉	MATERIAL	asdfgdfasg	Notebook		**⑩** 1	EA	**⑪** $1,200.00 AUD	$1,200.00 AUD

Tax
Category:* GST ▾   Taxable Amount: $1,200.00 AUD   Remove
Location: [ ]   Rate(%): 10
Description: GST   Tax Amount: $120.00 AUD
Regime: [ ]

Taxes
10% GST / GST
0% GST / GST

Shipping
Ship From: **Noy Lang** - TEST
Camberwell VIC
Australia

Ship To: **Sydney HO**
asdf NSW
Australia
Deliver To: Tax Test 1
Sydney HO

View/Edit Addresses

Shipping Cost   Shipping Amount:* $0.00 AUD **⑬**   Shipping Date: [ ] 📅

↳   Line Item Actions ▾   Delete | Add ▾

⑫ Update   Save   Exit   **⑭** Next

Standard Invoice – Add General Service

1. Click **Add**

2. Select **Add General Service**

➢ A new section will be added under the existing line items

3. Enter the **No.**

4. Enter the **Part#**

5. Enter the **Description**

6. Enter the **Quantity**

7. Enter the **Unit** of measure

8. Enter the **Unit Price**

9. Click on **Update**

➢ Repeat if required

➢ The screen displays the Subtotal, go to **Slide 19**

Line Item Actions ▼   Delete | Add ▼ ①

Add General Service ②
Add Labor Service
Add Material

⑩

Line Items   2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: GST ▼   ☐ Shipping Documents ☐ Special Handling ☐ Discount   Add to Included Lines

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	asdfgdfasg	Notebook		1	EA	$1,200.00 AUD	$1,200.00 AUD

Shipping   Ship From: **Noy Lang - TEST**   Camberwell VIC Australia   Ship To: **Sydney HO** asdf NSW Australia   Tax Test 1   Deliver To: Sydney HO   View/Edit Addresses

Shipping Cost   Shipping Amount:* $0.00 AUD   Shipping Date: 📅

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
③ 2	⬤	SERVICE	④ Installation T2	⑤ Install equipment	⑥	2	EA ⑦	$1,400.00 AUD ⑧	$2,800.00 AUD

Service Period   Service Start Date: 📅   Service End Date: 📅

↳ Line Item Actions ▼   Delete | Add ▼

⑨ Update   Save   Exit   Next

Standard Invoice – Add Material

1. Click **Add**

2. Select **Add Material**

➢ A new section will be added under the existing line items

3. Enter the **No.**

4. Enter the **Part#**

5. Enter the **Description**

6. Enter the **Quantity**

7. Enter the **Unit** of measure

8. Enter the **Unit Price**

9. Click on **Update**

➢ Repeat if required

➢ The screen displays the Subtotal, go to **Slide 19**

Standard Invoice – Review

- ➤ **Review** Invoice.

1. Click **Submit** to send the Invoice.

- ➤ Screen displays: system message – 'Print' to print a copy of the Invoice or 'Exit' to exit Invoice creation

2. Click **Exit**

- ➤ Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced

Invoice Status

- The status of the Invoice will change as it progresses through Insurance Australia Group (IAG)'s approval process

- There are 4 Invoice Statuses:
    - **Sent** – you have sent the invoice to Insurance Australia Group (IAG)
    - **Approved** – Insurance Australia Group (IAG) has reviewed the Invoice and it has been approved for payment
    - **Paid** – The invoice has been paid
    - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason

Locating the Invoice Status

1. Click the **Outbox** tab on the Dashboard.

➢ Screen displays: Invoices

2. On the far right hand side of the page there is the **Invoice Status** column.

The **Invoice Statuses** are:
- **Sent**
- **Approved**
- **Paid**
- **Rejected** – (Highlighted Red to indicate action is required)

- On the far right hand side of the page there is the **Invoice Status** column.

3. The **Routing Status** indicates whether the Invoice was successfully sent to your nominated recipients

Partial Invoicing

- The status of the Invoice will remain as partial until the entire amount of the purchase Order has been invoiced

- There is no limit for the number of invoices that may be created to change the an invoice from partial to invoiced, once the total has been achieved you will no longer be able to create any further invoices

Starting a Partial Invoice

1. Click on **Inbox**

2. Select the required purchase order with a Status of **Partially Invoiced**

3. Click **Create Invoice**

4. Select **Standard Invoice**

➤ Screen will display **Create Invoice**

Header Information & Removing Previously Invoiced Line Items

The purchase order number is displayed

5. Enter the **Invoice Number**

6. Select the correct **Tax level** (refer to the standard invoice information for further details)

➤ Scroll down to **Line Items**

➤ Any items with a zero quantity must be deleted off the Invoice

7. Select any items that have previously been invoiced (with a zero)

8. Click on **Delete**

Note: This does not alter the original purchase order in any way, it is just deleting the items off the current invoice document you are working on

---

Summary

Purchase Order: **IAL43**

Invoice #: * `55444333-1` ⑤

Tax ⓘ   ⑥ ⦿ Header level tax ⓘ   ◯ Line level tax ⓘ

Line Items   2 Line Items, 1 Included, 1 Previously Fully Invoiced

Insert Line Item Options

| | Tax Category: | GST | ⬜ Shipping Documents | ⬜ Special Handling | ⬜ Discount | | | | Add to Included Lines |

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☑	1	⬤	MATERIAL	2772900	Ariba Laptop		0	EA	$1,200.00 AUD	$0 AUD

⑦ *Excluded line items cannot be modified.*

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
⬜	2	⬤	MATERIAL	asdfasdf	Enter a description for this item.		1	EA	$10.00 AUD	$10.00 AUD

Shipping   Ship From: **Noy Lang - TEST**   Ship To: **Melbourne HO**   View/Edit Addresses
                        Camberwell VIC   1234 VIC
                        Australia   Australia
                                                           Hari V
                                        Deliver To: Melbourne HO

Shipping Cost   Shipping Amount: * `$0.00 AUD`   Shipping Date: [📅]

⤷ [Line Item Actions ▾]   [**Delete**] | [Add ▾]

⑧

[Update]   [Save]   [Exit]   [**Next**]

Finalising a Partial Invoice cont.

9. Enter the **Qty** for items being invoiced

10. Confirm or update the **Unit Price** (if required)

11. Click **Update**

➢ Repeat until all items and quantities for invoicing are correct

12. Click on **Next**

➢ Screen displays **Create Invoice**

Line Items

2 Line Items, 1 Included, 1 Previously Fully Invoiced

Insert Line Item Options

Tax Category: | GST ▾ | ☐ Shipping Documents ☐ Special Handling ☐ Discount | Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	🟢	MATERIAL	asdfasdf	Enter a description for this item.		1	EA	$10.00 AUD	$10.00 AUD

Shipping

Ship From: **Noy Lang - TEST**
Camberwell VIC
Australia

Ship To: **Melbourne HO**
1234 VIC
Australia

Deliver To: Hari V
Melbourne HO

View/Edit Addresses

Shipping Cost   Shipping Amount:* | $0.00 AUD   Shipping Date: | 📅

↳ [Line Item Actions ▾] [Delete] | [Add ▾]

[Update] [Save] [Exit] [Next]
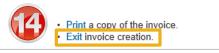
Finalising a Partial Invoice cont.

> Review the invoice

12. Click **Submit**

13. Click on **Exit**

> Screen displays the purchase order with the partially invoiced or invoiced

Create Invoice

Previous   Save   Submit   Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: Australia. The document's destin   ry is: Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiv

Standard Invoice   /   Tax Invoice

Invoice # : 123456INV-1	Subtotal : $10.00 AUD
Invoice Date : Saturday 9 Sep 2017 3:32 PM GMT+10:00	Total Tax : $1.00 AUD
Original Purchase Order : IAL43	Total Shipping : $0.00 AUD
	Total Gross Amount : $11.00 AUD
	Total Net Amount : $11.00 AUD
	Amount Due : $11.00 AUD

Ariba Network

Invoice 123456INV-1 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

Ariba Network

Company Settings ▾

Purchase Order: IAL43   Done

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾   Hide Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Order Detail   Order History

From:
CC 05 and POrg ARIB

To:
Noy Lang - TEST
12 New St
Camberwell VIC 3163
Australia

Purchase Order
(Invoiced)
IAL43
Amount: $1,210.00 AUD
Version: 1

Edit & Resubmit an Invoice

- Only invoices that have been Rejected can be edited and resubmitted

- To correct an over charge use the Line Item Credit Memo process

- Invoices are rejected by the Australian Insurance Group (IAG) as they do not meet the transaction rules

- Transaction Rules are set by Australian Insurance Group (IAG)

Opening a Rejected Invoice

1. Click on **Outbox**

2. Select the required invoice with a Status of **Rejected**

➤ Screen displays the Invoice and lists the reason for the rejection

➤ Read the reason for the invoice being rejected

Ariba Network

HOME   INBOX   **OUTBOX**   CATALOGS   REPORTS

CSV Documents ▾   Create ▾

Company Settings ▾

Invoices   Order Confirmations   Ship Notices   Drafts

Invoices

▶ Search Filters

Invoices (70)   Page 1 ▾ »

		Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Invoice Status ⓘ
○		123456INV-1	Insurance Australia Limited - TEST	IAL43	Online	Supplier		9 Sep 2017	$11.00 AUD	**Rejected**
○		123456INV-1	Insurance Australia Limited - TEST	IAL43	Online	Supplier		9 Sep 2017	$11.00 AUD	**Rejected**
○		123456INV-1	Insurance Australia Limited - TEST	IAL48	Online	Supplier		9 Sep 2017	$10,800.99 AUD	**Rejected**
○		Test AND Order Invoice	Insurance Australia Limited - TEST	IAL94	Online	Supplier	Order	3 Aug 2017	$100.00 AUD	Sent
○		ANPOInv1	Insurance Australia Limited - TEST	IAL70	Online	Supplier	Order	24 Jul 2017	$1,320.00 AUD	Sent
○		P3TaxCodeText1	Insurance Australia Limited - TEST	IAL78	Paper Invoice	Supplier	Order	13 Jul 2017	$25.00 AUD	Sent
○		C1TaxCode1	Insurance Australia Limited - TEST	IAL77	Paper Invoice	Supplier	Order	13 Jul 2017	$20.00 AUD	Sent

Invoice: 123456INV-1   Done

Edit   Create Line-Item Credit Memo   Copy This Invoice   Print   Download PDF   Export cXML

Detail   Scheduled Payments   History

Rejected Invoice:
Reason: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Edit & Resubmit

Opening the History Tab

1. Click on the **History Tab**

➤ Review the information

➤ Most screen will display a History tab indicating the processes and documents created **for the purchase order**

1. Click on the **Details Tab** to return to the invoice

Ariba Network

Company Settings ▼

Invoice: 123456INV-1

Done

Edit | Create Line-Item Credit Memo | Copy This Invoice | Download PDF | Export cXML

Detail | Scheduled Payments | History

Invoice: 123456INV-1
Invoice Status: Rejected
Received By Ariba Network On: 9 Sep 2017 2:43:16 PM GMT+10:00
Submitted By: Test Supplier1

To: Insurance Australia Limited - TEST
Routing Status: Failed

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Noy Lang - TEST	9 Sep 2017 2:49:56 PM
	INV-45: The Period in the labor item at invoice line 4 is a required value. ?	PropogationDispatcher-128490058	9 Sep 2017 2:50:04 PM
	DOC-6: A document preprocessing error occurred.	PropogationDispatcher-128490058	9 Sep 2017 2:50:05 PM
Failed	Invoice validation failed.	ANCXMLOutDispatcher	9 Sep 2017 2:50:05 PM

Edit | Create Line-Item Credit Memo | Copy This Invoice | Download PDF | Export cXML

Done

Correcting a Rejected Invoice

1. Click on **Edit and Submit**

   ➤ Correct the error or provide the information based on the rejection reason

   ➤ Process the Invoice refer to Slide 11 for further information

   ➤ Screen returns to the Rejected Invoice screen, it will not change or update the existing invoice

Invoice: 123456INV-1

Done

Edit | Create Line-Item Credit Memo | Copy This Invoice | Print | Download PDF | Export cXML

Detail | Scheduled Payments | History

Rejected Invoice:
Reason: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Edit & Resubmit

Line Item Credit Memo

- Line Item Credit Memo (LICM) can be sent to Insurance Australia Group (IAG) via the Ariba Network and do not need to be sent in the mail

- Please also note the following when creating Credit Memos:
    - Credits are supported against specific line items from a previously submitted invoice
    - Credits can be for full or partial amounts

Begin the Line Item Credit Memo

1. Click the **Outbox** tab on the Dashboard.

➢ Screen displays: Invoices

2. Click on the **Invoice #.**

3. Click on **Create Line-Item Credit Memo.**

➢ Screen displays: Create Line-Item Credit Memo

Line Item Credit Memo - Header

4. Enter a **Credit Memo #.**

- All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default

5. Enter a **Reason for Credit Memo.**

➤ Scroll down to **Line Items**

Create Line-Item Credit Memo

[Update] [Exit] [Next]

▼ Invoice Header

Indicates required field   [Add to Header ▼]

Summary

Credit Memo #: * [CN 9968886] ④

Credit Memo Date: * [9 Sep 2017]

Original Invoice No: ANPOInv1

Original Invoice Date: 24 Jul 2017

Supplier Tax ID: [ ]

Remit To [Test Supplier Remit Address ⌄]

Sydney
Australia

Bill To: **Sydney HO**

asdf NSW
Australia

Subtotal: $-1,200.00 AUD
Total Tax: $-120.00 AUD
Total Gross Amount: $-1,320.00 AUD
Total Net Amount: $-1,320.00 AUD
Amount Due: $-1,320.00 AUD

View/Edit Addresses

Tax ⓘ

◯ Header level tax ⓘ   ⦿ Line level tax ⓘ

Shipping

⦿ Header level shipping ⓘ   ◯ Line level shipping ⓘ

Comment

Reason for Credit Memo: * [Size of product reduced and price incorrect] ⑤

Default Credit Memo Comment Text: [ ]

[Add to Header ▼]

Line Item Credit Memo – Line Items

6. Check **Quantity** (The Quantity must contain a negative number e.g. -1, if it is a total amount and you are only crediting a portion, calculate and enter the quantity).

7. Check the correct **Tax Rate** is applied

Note: For items not part of the Credit Memo, select and then **Delete**

8. Click **Next.**

➢ Screen displays the **Create Line-Item Credit Memo** review

9. Review the **Credit Memo**

10. Click **Submit.**

➢ Screen returns to the original **Invoice**

Line Items — 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☑ Tax Category: GST   ☐ Shipping Documents ☐ Special Handling ☐ Discount   Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1	⬤	MATERIAL	Not Available	Enter a description for this item.		-0.5	EA	$1,200.00 AUD	$-600.00 AUD

Tax Category:* GST   Taxable Amount: $-600.00 AUD   Remove
Rate(%): 10
Location: Tax Amount: $-60.00 AUD
Description:
Regime:

Line Item Actions ▾   Delete

Update   Exit   Next

Create Line-Item Credit Memo   Previous   Submit   Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: Australia. The document's destination country is: Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: ANPOInv1)

Credit Memo # : CN 9968886

Subtotal : $-600.00 AUD

Remittance

- The Remittance informs of when and how payment for an invoice is made

- The Remittance is an informational document only and does not require any action

- New Remittances can be viewed from the Inbox area under Remittances

Locating Remittances

1. From the **Inbox.**

2. Select **Remittances.**

➤ Screen displays **Remittances**

3. Click on the **Transaction #**

➤ The **Remittance Advice** is displayed

Reviewing a Remittance – Header & Line Summary

Note: From the Remittance Advice page you can:

- **Print** a copy
- Export to **cXML**
- **Download CSV** (see CSV Invoicing Guide for further instructions)

➢ Anything in blue can be selected to provide more information

➢ To show more details of invoices, click **Show Details,** go to **Slide 37** for more information

Remittance Advice: PMT14 (Paid)

To Search Results

Print   Export cXML   Download CSV

| Detail | History |

From
Insurance Australia Limited - TEST
PAYER: PAYER
(Show Payer Details)

To
Noy Lang - TEST
PAYEE: PEARSHOP INC PTY LTD
(Show Payee Details)

REMITTANCE ADVICE
PMT14 (Paid)

Gross Amount: $2,640.00 AUD
Withholding Tax: ($0.00 AUD)

Amount
Paid: $2,640.00 AUD

Settlement on 5 Jul 2017

Payment Detail

Payment Method: ACH (ach)   Routing Status : Sent
Related Payment: 05:0220000000:2018:001 ⓘ   Transaction Date : 7 Jul 2017

Line Items (2)

Line #	Payable Reference	Gross Amount	Discount	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: InvP2PTest3 (Show Details)	$1,320.00 AUD	$0.00 AUD	$0.00 USD	$1,320.00 AUD	PAYInvP2PTest3-75
2	Invoice: P2PInv2 (Show Details)	$1,320.00 AUD	$0.00 AUD	$0.00 USD	$1,320.00 AUD	PAYP2PInv2-73

Gross Amount: $2,640.00 AUD
Discount Applied: ($0.00 AUD)
Withholding Tax: ($0.00 AUD)
Adjustment: ($0.00 AUD)

Amount Paid: $2,640.00 AUD

Received by Ariba Network on: Friday 7 Jul 2017 4:13 PM GMT+10:00
For more information about Ariba and Ariba Network, visit http://www.ariba.com.

Print   Export cXML   Download CSV

To Search Results

Reviewing a Remittance – Line Item Details

- ➤ The information is displayed for the item/s selected

- ➤ Review the information

1. To exit, click **To Search Details**

- ➤ Screen displays **Remittances**

Line Items (2)

Line #	Payable Reference	Gross Amount	Discount	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: InvP2PTest3 (Show Summary)	$1,320.00 AUD	$0.00 AUD	$0.00 USD	$1,320.00 AUD	PAYInvP2PTest3-75
	MATCHING INVOICE					
	Original Invoice Date: 5 Jul 2017					

Invoice Subtotal:	$1,200.00 AUD
Total Tax:	$120.00 AUD
Total Shipping:	$0.00 AUD
Invoice Total:	**$1,320.00 AUD**

Line #	Payable Reference	Gross Amount	Discount	Adjustment	Net Amount Paid	Scheduled Payment
2	Invoice: P2PInv2 (Show Summary)	$1,320.00 AUD	$0.00 AUD	$0.00 USD	$1,320.00 AUD	PAYP2PInv2-73
	MATCHING INVOICE					
	Original Invoice Date: 5 Jul 2017					

Invoice Subtotal:	$1,200.00 AUD
Total Tax:	$120.00 AUD
Total Shipping:	$0.00 AUD
Invoice Total:	**$1,320.00 AUD**

Gross Amount:	$2,640.00 AUD
Discount Applied:	($0.00 AUD)
Withholding Tax:	($0.00 AUD)
Adjustment:	($0.00 AUD)
Amount Paid:	$2,640.00 AUD

Received by Ariba Network on: Friday 7 Jul 2017 4:13 PM GMT+10:00
For more information about Ariba and Ariba Network, visit http://www.ariba.com.

Print   Export cXML   Download CSV

To Search Results

SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

Click Here to Take Survey

Support

Support Type	Contact

Ariba Technical Helpdesk	1. Click on the **Help Centre – Support**
	2. Select support option;
	   • **Email SAP Ariba Customer Support**
	   • **Get help by Live Chat**
	   • **Get help by Phone**

Supplier Information Portal (Location of Training Guide/s and Video/s)	1. On the **Home** screen 2. Click on **Company Settings** 3. Click on **Customer Relationships** 4. Click on **Supplier Information Portal**
Ariba Network Training Request	E: an.sellertraining.aus@sap.com